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# TOWAZI COUNCIL OF CAMP FIRE, INC.

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## Independent Accountant's Compilation Report

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## Independent Accountant's Report on Applying Agreed-upon Procedures

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As of and for the Year Ended December 31, 1999

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Under provisions of state law, this report is a public document. A copy of the report has been submitted to the county and parish clerk of court offices. The report is available for public review at the Baton Rouge office of the Louisiana State Auditor, where appropriate, at the office of the parish clerk of court.

Release Date JUL 26 2000

**RICHARD M. SEAL**

CERTIFIED PUBLIC ACCOUNTANT • CERTIFIED GOVERNMENT FINANCIAL MANAGER

**TOWAZI COUNCIL OF CAMP FIRE, INC.**

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December 31, 1999

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# RICHARD M. SEAL

CERTIFIED PUBLIC ACCOUNTANT ◦ CERTIFIED GOVERNMENT FINANCIAL MANAGER

## INDEPENDENT ACCOUNTANT'S COMPILATION REPORT

To the Board of Directors  
Towazi Council of Camp Fire, Inc.

I have compiled the accompanying statement of financial position of Towazi Council of Camp Fire, Inc. (a not-for-profit organization) as of December 31, 1999, and the related statements of activities, functional expenses, and cash flows for the year then ended, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements information that is the representation of management of Towazi Council of Camp Fire, Inc. I have not audited the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

In accordance with the *Louisiana Governmental Audit Guide* and the provisions of state law, I have issued a report, dated June 21, 2000, on the results of my agreed-upon procedures.



Certified Public Accountant

Bogalusa, Louisiana  
June 21, 2000

**TOWAZI COUNCIL OF CAMP FIRE, INC.**

**STATEMENT OF FINANCIAL POSITION**

December 31, 1999

**ASSETS**

Current assets:

Unrestricted cash in banks	\$ 5,142	
Cash restricted to memorials	1,869	
Grant receivable	1,704	
Other receivables	2,462	
Prepaid expenses	765	
Inventory	<u>1,903</u>	
Total current assets		\$ 13,845

Land, buildings and equipment:

Land	5,000	
Buildings	15,313	
Equipment	<u>16,045</u>	
Total land, buildings, and equipment	36,358	
Less accumulated depreciation	<u>(29,738)</u>	
Net land, buildings, and equipment		<u>6,620</u>

Total Assets \$ 20,465

**LIABILITIES AND NET ASSETS**

Current liabilities:

Accounts payable	\$ 697	
Accrued payroll taxes	<u>1,122</u>	
Total current liabilities		\$ 1,819

Net assets:

Unrestricted	16,777	
Temporarily restricted	<u>1,869</u>	
Total net assets		<u>18,646</u>

Total Liabilities and Net Assets \$ 20,465

See accompanying notes and accountant's compilation report.

**TOWAZI COUNCIL OF CAMP FIRE, INC.**

**STATEMENT OF ACTIVITIES**  
Year Ended December 31, 1999

	<u>Unrestricted Funds</u>	<u>Temporarily Restricted Funds</u>	<u>Total</u>
<b>SUPPORT AND OTHER REVENUES:</b>			
Contributions	\$ 2,963	\$	\$ 2,963
United Way	23,100		23,100
Special events	48,350		48,350
Grant income	10,109		10,109
Program service fees and memberships	4,063		4,063
Day camp	15,074		15,074
Interest income	174		174
Miscellaneous	<u>11</u>	<u>---</u>	<u>11</u>
Total support and other revenues	103,844	---	103,844
<b>EXPENSES:</b>			
Program Service			
Outdoor	19,366		19,366
Youth Development	28,638		28,638
Self Reliance	17,055		17,055
Supporting Service			
Management and general	7,557		7,557
Fund raising	<u>34,362</u>	<u>---</u>	<u>34,362</u>
Total expenses	<u>106,978</u>	<u>---</u>	<u>106,978</u>
Increase (decrease) in net assets	<u>(3,134)</u>	<u>---</u>	<u>(3,134)</u>
Net assets, beginning of year	<u>19,911</u>	<u>1,869</u>	<u>21,780</u>
Net assets, end of year	<u>\$ 16,777</u>	<u>\$ 1,869</u>	<u>\$ 18,646</u>

See accompanying notes and accountant's compilation report.

TOWAZI COUNCIL OF CAMP FIRE, INC.

STATEMENT OF FUNCTIONAL EXPENSES  
Year Ended December 31, 1999

	Program Services			Supporting Services			Total Program and Supporting
	Outdoor	Youth Develop- ment	Self Reliance	Management	Fund Raising	Total	
Salaries	\$ 5,388	\$ 17,316	\$ 8,111	\$ 3,592	\$ 7,185	\$ 10,777	\$ 41,592
Fringe benefits, insurance	244	731	536	487	439	926	2,437
Payroll taxes	311	933	684	622	559	1,181	3,109
Total employment & related expenses	5,943	18,980	9,331	4,701	8,183	12,884	47,138
Professional fees	287	288	600	288	288	576	1,751
Day camp program	8,064						8,064
Meetings and travel	488	2,668	359	488	488	976	4,491
Depreciation	257	137	137	137	136	273	804
Insurance	1,600	207	207	207	207	414	2,428
Office	133	663	132	265	133	398	1,326
Uniforms		1,689					1,689
Telephone and utilities	553	980	718	653	588	1,241	3,492
Advertising		1,212	4,183				5,395
Charter fee	1,140	1,566	1,140	570	332	902	4,748
Repairs	901	248	248	248	248	496	1,893
Miscellaneous					54	54	54
Special events cost of sales					23,705	23,705	23,705
Total other expenses	13,423	9,658	7,724	2,856	26,179	29,035	59,840
Total expenses	\$ 19,366	\$ 28,638	\$ 17,055	\$ 7,557	\$ 34,362	\$ 41,919	\$ 106,978

See accompanying notes and accountant's compilation report.

**TOWAZI COUNCIL OF CAMP FIRE, INC.**

**STATEMENT OF CASH FLOWS**  
**Year Ended December 31, 1999**

<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>	
Decrease in net assets	\$ (3,134)
Adjustments to reconcile increase in net assets to net cash provided by operating activities:	
Depreciation	804
(Increase) decrease in operating assets:	
Receivables	(2,607)
Prepaid expenses	—
Inventory	(174)
Fixed assets	—
Increase (decrease) in operating liabilities:	
Accounts payable	203
Accrued expenses	<u>214</u>
Net cash provided by operating activities	(4,694)
Cash, beginning of year	<u>11,705</u>
Cash, end of year	<u><u>\$ 7,011</u></u>
Supplemental information:	
Interest paid in 1999	<u><u>\$ 0</u></u>

See accompanying notes and accountant's compilation report.

## TOWAZI COUNCIL OF CAMP FIRE, INC.

### NOTES TO THE FINANCIAL STATEMENTS

Year Ended December 31, 1999

#### NOTE 1 - ORGANIZATION

Towazi Council of Camp Fire, Inc. (the Council) is a nonprofit organization which provides programs for youth. Its programs offer opportunities for acquiring skills, socializing with peers and learning about the community and the environment. The Council operates under the provisions and within the territory covered by the charter granted to the Council by Camp Fire, Inc.

The Council provides opportunities for youth to establish supportive relationships with adults who act as models, mentors, and leaders. Educational and outreach programs are offered to enhance the self-esteem of youth and provide support for special needs of families. These programs meet needs of youth in a changing society, and in so doing help prevent behaviors which require remedial actions. The Council's programs contribute to the development of well adjusted citizens.

The Council has developed a strategic plan to fulfill the national purpose of Camp Fire, which is:

To provide, through a program of informal education, opportunities for youth to realize their potential and to function effectively as caring, self-directed individuals responsible to themselves and to others; and, as an organization, to seek to improve those conditions in society which affect youth.

The specific programs which the Council provides to fulfill this purpose are as follows:

Outdoor - Youth learn skills which increase their ability to safely enjoy the outdoors while learning the principles of conservation. They are provided an opportunity to increase their knowledge of nature and their environment. Overnight and day camp opportunities are available for all youth in the Council's jurisdiction.

Youth Development - A variety of group activities are available for youth from kindergarten through high school. Groups meet regularly with adult leaders to learn leadership and teamwork skills. Through service projects, youth learn to give back to their community.

TOWAZI COUNCIL OF CAMP FIRE, INC.  
Notes to the Financial Statements (Continued)

Self Reliance - Special programs provide children with education and information on dealing with negative peer pressure and developing life skills. All programs focus on prevention by giving children skills to resist, act and cope with stressful events they may face.

**NOTE 2 - BASIS OF PRESENTATION**

The financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Statement of Financial Accounting Standards (SFAS) No. 117, *Financial Statements of Not-for-Profit Organizations*. Under SFAS No. 117 the Council is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. However, the Council did not receive any restricted contributions and, therefore, recorded all revenue as unrestricted.

**NOTE 3 - SIGNIFICANT ACCOUNTING POLICIES**

The cost of providing the various programs have been summarized on a functional basis in the statement of activities. Accordingly, certain administrative costs have been allocated to the programs benefitted.

Inventories are stated at cost, using the first-in, first-out method.

Land, buildings, and equipment, if purchased, are stated at cost or, if contributed, at their estimated value on the date of receipt. Furnishings and equipment costing less than \$500, as well as maintenance and repairs, are charged to expense.

Depreciation is computed using the straight-line method over the estimated useful lives of 5 to 25 years.

All public support and revenue is considered to be available for unrestricted use unless specifically restricted by the donor. Donated materials, equipment and services are reflected as contributions in the accompanying statements at their fair market value on the date of gift. No amounts have been reflected in the statements for volunteer services since no objective basis is available to measure the value of such services.

TOWAZI COUNCIL OF CAMP FIRE, INC.  
Notes to the Financial Statements (Continued)

The Council sponsors fund-raising events in order to generate necessary operating funds. Income from special events is recognized as it is received, and is recorded net of costs of products sold.

The preparation of financial statements in conformity with generally accepted accounting principles includes the use of estimates that affect the financial statements. Accordingly, actual results could differ from those estimates.

**NOTE 4 - TAX STATUS**

The Council is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.

**NOTE 5 - TEMPORARILY RESTRICTED NET ASSETS**

Temporarily restricted net assets at December 31, 1999 were:

Memorial Fund - Money donated in memory of certain individuals. A memorial plaque is placed on item purchased with donation.	<u>\$ 1,869</u>
	<u>\$ 1,869</u>

**NOTE 6 - COMPENSATED ABSENCES**

The Executive Director earns 13 days of vacation leave per year after one year of service and 15 days of leave after three years. The Secretary/Special Services Assistant earns 8 days of vacation after one year and 10 days after two years. Vacation leave is not cumulative from year to year.

The Council provides sick leave as a benefit for full-time employees. Each employee earns one sick day per month until a maximum of 36 days have been accumulated. Sick leave is not paid upon termination, therefore, no liability has been recognized.

TOWAZI COUNCIL OF CAMP FIRE, INC.  
Notes to the Financial Statements (Continued)

**NOTE 7 - SPECIAL EVENTS**

Special events as of December 31, 1999, include the following:

<u>Event</u>	<u>Gross Sales</u>	<u>Cost of Sales</u>	<u>Net</u>
Candy sale	\$ 8,746	\$ 2,230	\$ 6,516
Fair booth	20,835	12,592	8,243
Fun Run	4,015	975	3,040
Horizon	4,477	4,050	427
Golf tournament	7,237	3,344	3,893
Auction	<u>3,040</u>	<u>514</u>	<u>2,526</u>
	<u>\$ 48,350</u>	<u>\$ 23,705</u>	<u>\$ 24,645</u>

**NOTE 8 - CAMPSITE LEASE**

The Council entered into a recorded lease agreement with Crown Zellerbach Corporation for thirteen acres of land to be used as a Camp Fire Boys and Girls campsite. The lease continues for succeeding terms of one year each with each party having the right to cancel and terminate the lease at the end of any period, by giving the other party at least six months prior written notice. Annual rent is \$13.

# RICHARD M. SEAL

CERTIFIED PUBLIC ACCOUNTANT ◦ CERTIFIED GOVERNMENT FINANCIAL MANAGER

## INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Board of Directors  
Towazi Council of Camp Fire, Inc.

I have performed the procedures included in the *Louisiana Governmental Audit Guide* and enumerated below, which were agreed to by the management of Towazi Council of Camp Fire, Inc., the Legislative Auditor, and the State of Louisiana solely to assist the users in evaluating management's assertions about Towazi Council of Camp Fire, Inc.'s compliance with certain laws and regulations during the year ended December 31, 1999 included in the accompanying *Louisiana Attestation Questionnaire*. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, I make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

### **Federal, State, and Local Awards**

1. Determine the amount of Federal, state, and local award expenditures for the fiscal year, by grant and grant year.

Towazi Council of Camp Fire, Inc.'s Federal award expenditures for all Federal programs for the fiscal year follow:

<u>Grant Name</u>	<u>Grant Year</u>	<u>CFDA No.</u>	<u>Total Expenditures</u>
Governor's Safe and Drug-Free Program (Self-Reliance)	July 1, 1999- June 30, 2000	84.186B	\$ 10,229

2. For each Federal, state, and local award, I randomly selected 6 disbursements from each award administered during the period under examination.

Done.

3. For the items selected in procedure 2, I traced the six disbursements to supporting documentation as to proper amount and payee.

I examined supporting documentation for the six selected disbursements and found that payment was for the proper amount and made to the correct payee.

4. For the items selected in procedure 2, I determined if the six disbursements were properly coded to the correct fund and general ledger account.

All six payments were properly coded to the correct fund and general ledger account.

5. For the items selected in procedure 2, I determined whether the six disbursements received approval from proper authorities.

Inspection of documentation supporting each of the six selected disbursements indicated approval by the Executive Director.

6. For the items selected in procedure 2: For federal awards, I determine whether the disbursements complied with the applicable specific program compliance requirements summarized in *the Compliance Supplement* (or contained in the grant agreement, if the program is not included in the Compliance Supplement) and for state and local awards, I determined whether the disbursements complied with the grant agreement, relating to:

Activities allowed or unallowed:

I reviewed the previously listed disbursements for types of services allowed or unallowed. All complied with the allowability requirements.

Eligibility

Not applicable.

Reporting

The disbursements meet all reporting requirements.

7. For the program selected for testing in item (2) that had been closed out during the period under review, I compared the close-out report, when required, with the entity's financial records to determine whether the amounts agree.

The program was not closed out at the end of the year.

### **Meetings**

8. I examined evidence indicating that agendas for meetings recorded in the minute book were posted as an open meeting as required by LSA-RS 42:1 through 42:12 (the open meetings law).

Towazi Council of Camp Fire, Inc. did not post meetings as required by LSA-RS 42:1 through 42:12.

### **Comprehensive Budget**

9. For all grants exceeding five thousand dollars, I determined that each applicable federal, state, or local grantor agency was provided with a comprehensive budget of those grants that included the purpose and duration, and for state grants included specific goals and objectives and measures of performance.

Towazi Council of Camp Fire, Inc. provided a comprehensive budget to the applicable state grantor agency. The budget specified the anticipated uses of the fund, estimates of the duration of the project, and plans showing specific goals and objectives that included measures of performance.

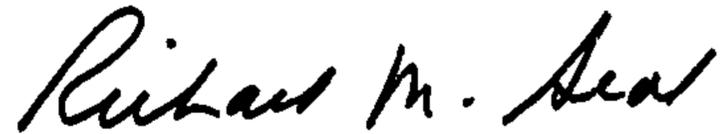
### **Prior Comments and Recommendations**

10. I reviewed any prior-year suggestions, recommendations, and/or comments to determine the extent to which such matters have been resolved.

There were no prior-year suggestions, recommendations, and/or comments.

I was not engaged to , and did not, perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, I do not express such an opinion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

This report is intended solely for the use of management of Towazi Council of Camp Fire, Inc., and the Louisiana Legislative Auditor and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. However, this report is a matter of public record and its distribution is not limited.

A handwritten signature in black ink that reads "Richard M. Seal". The signature is written in a cursive style with a large initial 'R' and a long, sweeping tail on the 'l'.

Certified Public Accountant

Bogalusa, Louisiana  
June 21, 2000

TOWAZI COUNCIL OF CAMP FIRE, INC.

Corrective Action Plan for Current Year Compilation Findings  
For the Year Ended December 31, 1999

Ref. No.	Description of Findings	Corrective Action Planned	Name of Contact Person	Anticipated Completion Date
99-1	Meetings were not posted for the discussion of public money as required by LSA-RS 42:1 through 42:12 (the open meetings law).	The Towazi Council of Camp Fire, Inc. had never received notification of the requirement. However, upon this notification, we will post all meetings from this day forward.	Rhonda Magnitzky, Executive Director	June, 2000



Camp Fire

Boys and Girls®

Towazi Council

## LOUISIANA ATTESTATION QUESTIONNAIRE

Richard M. Seal, CPA  
Post Office Box 128  
Bogalusa, LA 70429-0128

In connection with your compilation of our financial statements as of December 31, 1999 and for the year then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulations and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of \_\_\_\_\_  
JUNE 26, 2000.

### **Federal, State, and Local Awards**

We have detailed for you the amount of Federal, state, and local award expenditures for the fiscal year, by grant and grant year.

Yes [] No []

All transactions relating to federal, state, and local grants have been properly recorded within our accounting records and reported to the appropriate state, federal, and grantor officials.

Yes [] No []

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The reports filed with federal, state, and local agencies are properly supported by books of original entry and supporting documentation.

Yes  No

We have complied with all applicable specific requirements of all federal, state, and local programs we administer, to include matters contained in the Compliance Supplement, matters contained in the grant awards, eligibility requirements, activities allowed and unallowed, and reporting and budget requirements.

Yes  No

### **Open Meetings**

Our meetings, as they relate to public funds, have been posted as an open meeting as required by LSA-RS 42:1 through 42:12 (the open meetings law).

The Towazi Council of Camp Fire had never received notification of this requirement. However, upon this notification we will post all meetings from this day forward.

Yes  No

### **Budget**

For each federal, state, and local grant we have filed with the appropriate grantor agency a comprehensive budget for those grants that included the purpose and duration, and for state grants included specific goals and objectives and measures of performance.

Yes  No

### **Prior Year Comments**

We have resolved all prior-year recommendations and/or comments.

Yes  No

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the federal, state, and local grants, to include the applicable laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We will also disclose to you, the Legislative Auditor, and the applicable state grantor agency any known noncompliance which may occur up to the date of your report.

Ann G. Arata Secretary 6/26/00 Date  
Linda Miziel Treasurer 6/26/00 Date  
Robt J. Davis President 6/26/00 Date